



# MUNICIPALITY OF BETHEL PARK

Municipal Building • 5100 West Library Avenue • Bethel Park, PA 15102 • 412-831-6800 • FAX 412-831-8675 • [www.bethelpark.net](http://www.bethelpark.net)

December 19, 2018

Dave Maass  
MuckRock News  
Dept MR 65982  
411A Highland Ave  
Somerville, MA 02144

RE: Records Request Pursuant to the Right-to-Know Law

Dear Mr. Maass:

Thank you for your e-mail correspondence to the Municipality of Bethel Park with your request for information pursuant to the Pennsylvania Right-to-Know Law ("RTKL"), 65 P.S. 67.101, et. seq. On December 14, 2018, you requested:

- "1. Policies related to the adoption of ALPR technology, including those guiding the procurement process or necessary administrative obligations before acquisition.*
- 2. Training policies, requirements, and materials for automatic license plate reader system operators.*
- 3. Databases used to compare data obtained by the automatic license plate reader system.*
- 4. Policies related to the retention and security of captured ALPR data, including those regarding:*
  - the length of time after capture that data may be preserved*
  - exceptions to general data preservation policies*
  - internal data security and access*
  - data destruction*
- 5. Policies related to the sharing of captured ALPR data by this agency with other agencies, including those directing:*
  - the manner in which another agency may request data*
  - the circumstances under which captured data may be shared, and*
  - the responsibilities of the recipient agency in regards to data retention and use.*
  - access by this agency to data obtained by automatic license plate reader systems not operated by the law enforcement agency.*

*Please also provide the number of requests made by outside agencies, if applicable.*

- 6. Policies related to the sale of data or the sharing of data with non-law enforcement actors.*

*- If applicable, please provide all agreements between this agency and non-law enforcement actors.*

- 7. Policies regarding oversight of automatic license plate reader system use.*
- 8. Audit Reports*
- 9. Policies related to maintenance and calibration.*

*Please also provide maintenance and calibration schedules and records for the system on file.*

- 10. Any other policies or reports on subjects related to automatic license plate reader system use by the agency."*

Pursuant to Section 902(a) of the Right to Know Law, the Agency requires an additional 30 days to respond because:

- The request for access requires redaction of a record in accordance with Section 706 of the RTKL, 65 P.S. § 67.902(a)(1);

- A timely response to the request cannot be accomplished due to bona fide and specified staffing limitations, 65 P.S. § 67.902(a)(3);
- A legal review is necessary to determine whether the record is a record subject to access under this act, 65 P.S. § 67.902(a)(4); and
- The extent or nature of the request precludes a response within the required time period, 65 P.S. § 67.902(a)(7).

The Agency expects to respond to your request on or before January 18, 2019. As long as all records are electronic there will not be any fees, if there are records we find that are not electronic, there will be a .25 cent per page fee for standard records. You will be notified of any fees before the copies are made. If the files need to be mailed you will be required to pay for the cost to mail as well as the copies.

If you have any questions, or would like to discuss this matter further, please give me a call. My telephone number is (412) 831-6800 x202.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nicole Starzynski', with a long horizontal flourish extending to the right.

Nicole Starzynski  
Open Records Officer  
Municipality of Bethel Park  
5100 W. Library Ave.  
Bethel Park, PA 15102